

BUSINESS LICENSE & REGISTRATION

Monica Riehl + Priscilla Heredia

AGENDA

Introduction –Who Needs a
Business Registration ?

Checklist

Standard Requirements

COSP Business Requirements

INTRODUCTION-**WHO MUST REGISTER A BUSINESS?**

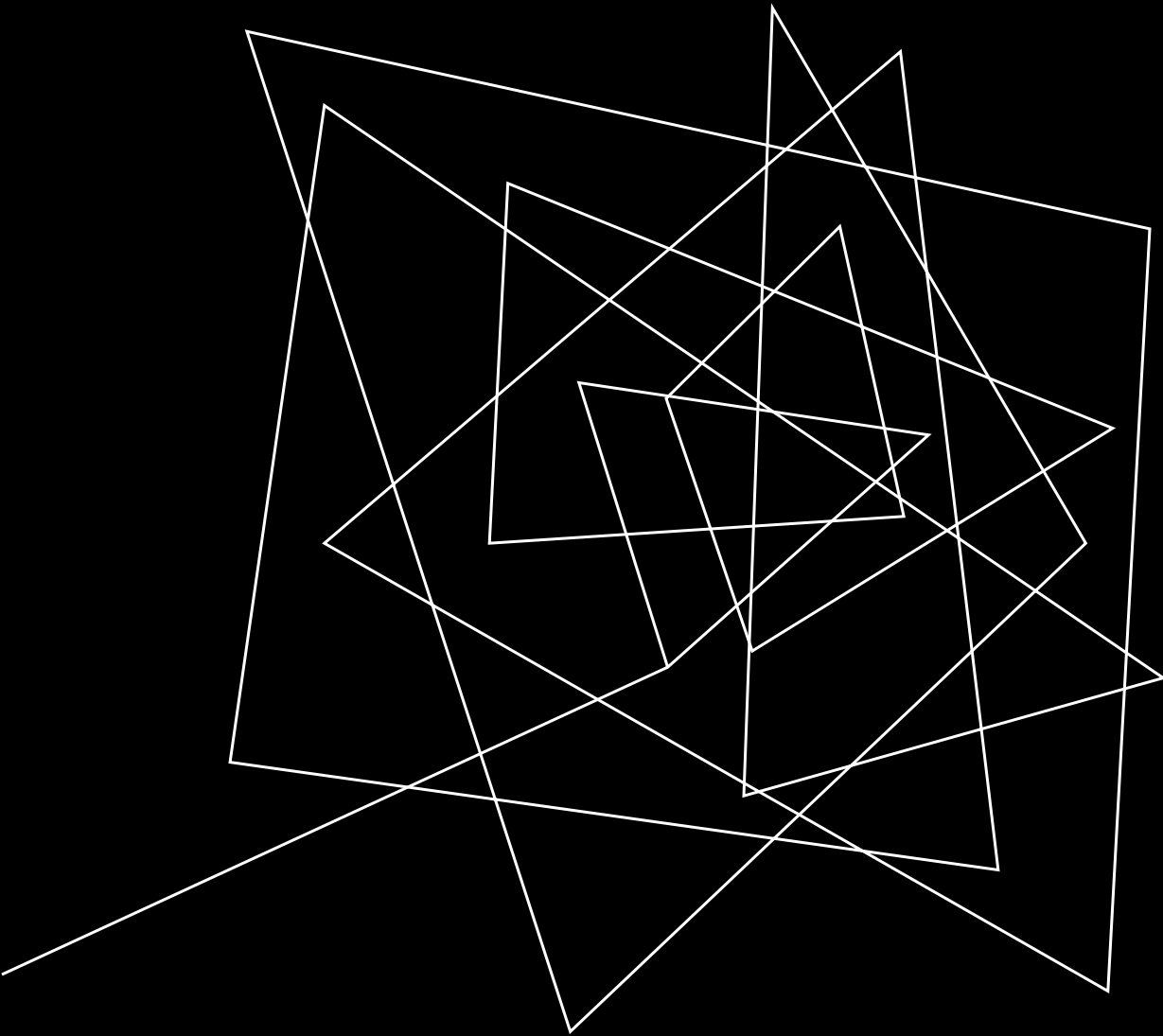
START WITH THE STATE

- o Anyone who engages in business in New Mexico must register with the Taxation and Revenue Department.
- o “Engaging in business” means carrying on or causing to be carried on any activity with the purpose of direct or indirect benefit.
- o All Corporations, LLCs, and Partnerships must first register with the Secretary of State. You can register LLCs online, but partnerships and corporations registration forms must be completed and submitted via mail or in person. [For More Information Go Here:](#)

INTRODUCTION-WHO MUST REGISTER A BUSINESS?

NEXT LOOK AT THE REQUIREMENTS FOR THE CITY OF SUNLAND PARK

- o All businesses operating from a physical office location within the City of Sunland Park city limits are required to have a business registration
- o Mobile food vendors, security and alarm firms, and any door-to-door activity conducted inside city limits do require a license, regardless of the office location Business conducted
- o Business conducted as an independent contractor under a booth rental agreement does require a license
- o Business conducted in the home must also register a business to obtain a business license



BUSINESS CHECKLIST

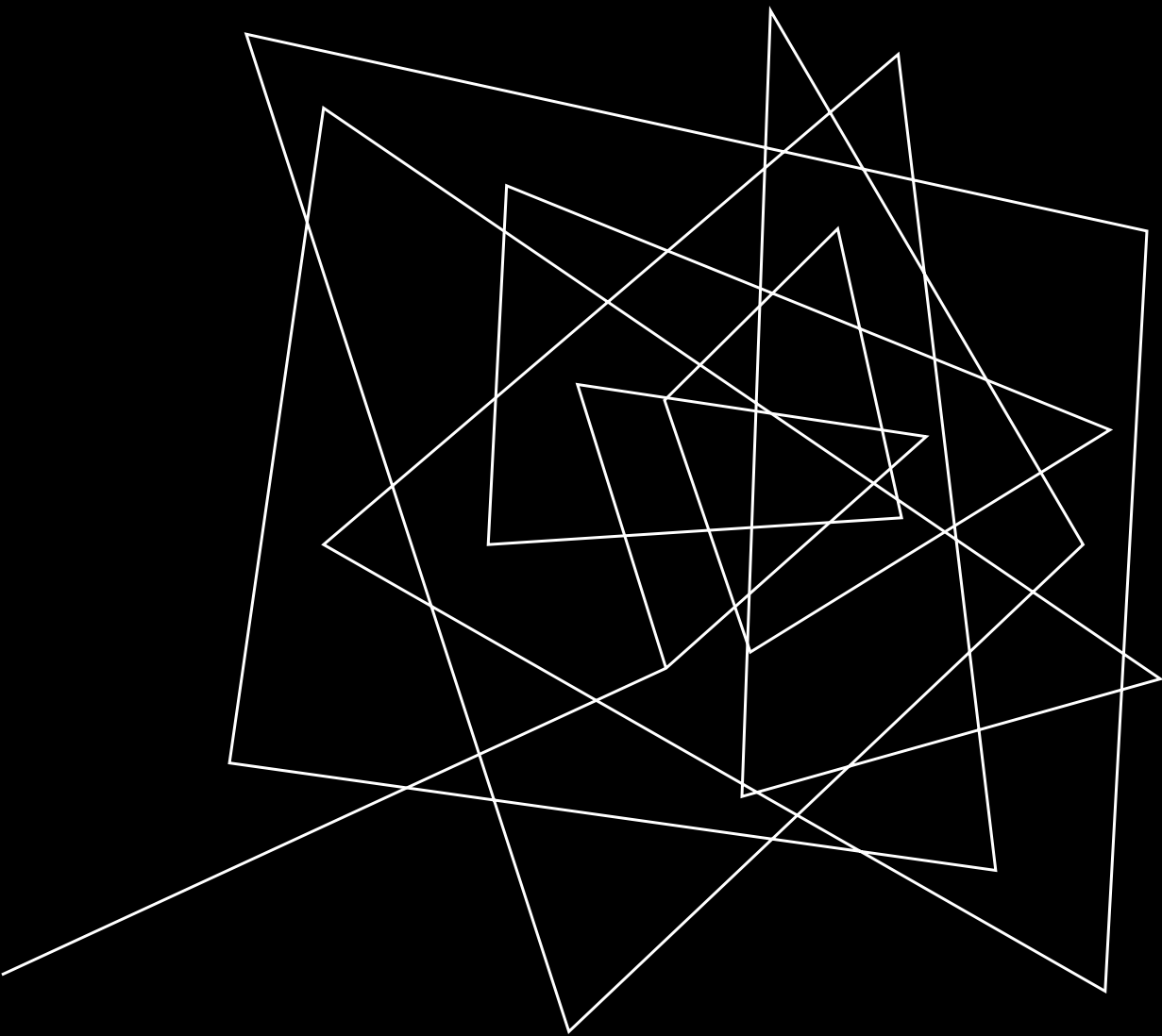
CITY OF SUNLAND PARK



BUSINESS REGISTRATION – NEW COMMERCIAL BASED BUSINESS CHECKLIST

- Registration Number / Entity Number _____
- Complete** Business License & Registration Application signed
- Business Owner ID copy
- Lease Agreement / Proof of Ownership
- Copy of NM CRS Number Registration Certificate _____
- Copy of Federal Employee Identification Number
- Zoning: _____ Approved: Yes No
- Food Establishment Type _____
 - Vending permit from the state of New Mexico Environment Department
 - Copy of Food Handlers Card(s)
- Child Care Operation Type _____
 - Operating permit from New Mexico Children Youth & Families Department
 - Zoning Certificate
- New Mexico Operator's License – NM Regulation & Licensing Department _____
- Copy of Passed Fire Inspection Yes No
- Copy of Passed Building Inspection Yes No
- Registration fee payment of _____ Date: _____

Comments: _____



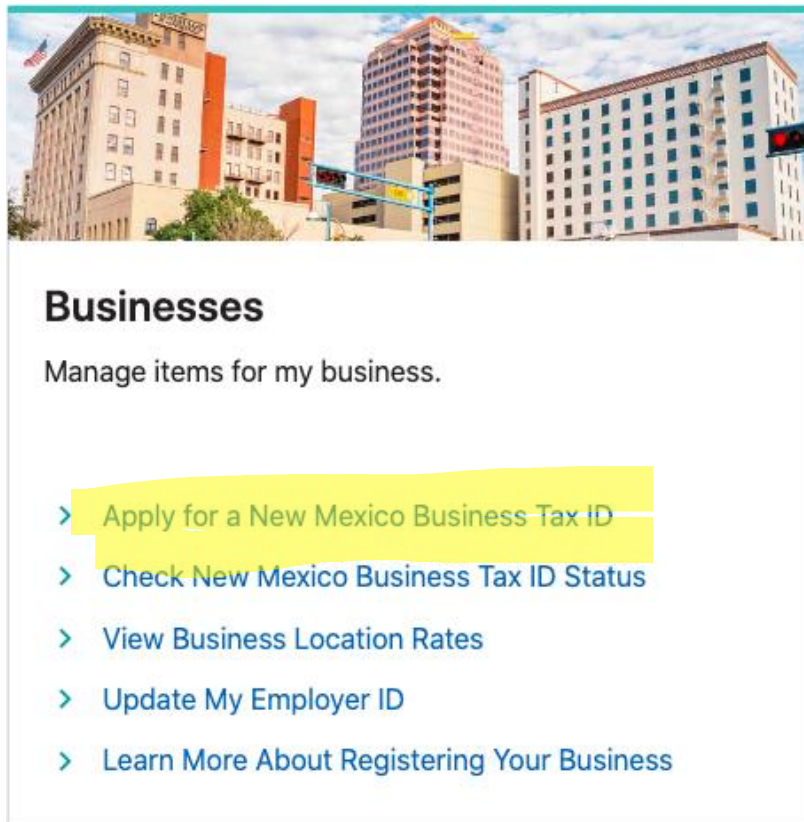
STANDARD REQUIREMENTS

CITY OF SUNLAND PARK

STATE OF NEW MEXICO TAX IDENTIFICATION NUMBER

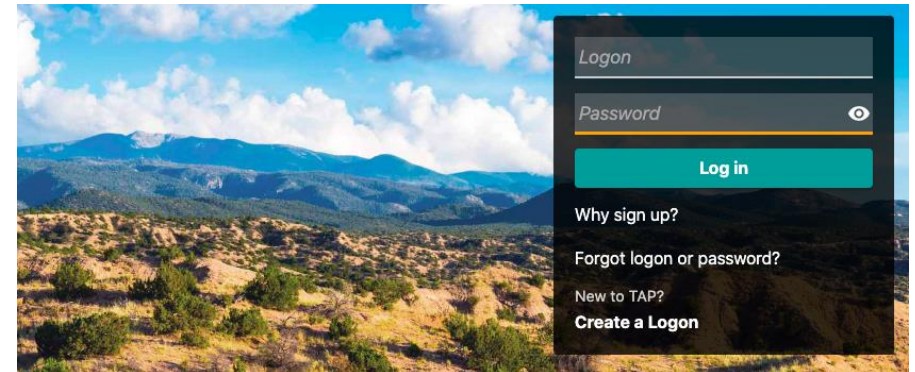
- All businesses must provide a copy of their State of New Mexico Tax Identification Number (also known as a Combined Reporting System or CRS number). This may be obtained from: • New Mexico Taxation and Revenue Department

[Register for a CRS here](#)



Businesses
Manage items for my business.

- > **Apply for a New Mexico Business Tax ID**
- > Check New Mexico Business Tax ID Status
- > View Business Location Rates
- > Update My Employer ID
- > Learn More About Registering Your Business



Logon
Password

Log in

Why sign up?
Forgot logon or password?
New to TAP?
Create a Logon



Bill Richardson
Governor

STATE OF NEW MEXICO
Taxation and Revenue Department
Audit & Compliance Division
Albuquerque District



Duffy Rodriguez
Secretary Designate



CRS: [Redacted]
Letter ID: [Redacted]

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

Date ID Issued [Redacted]	IDENTIFICATION NUMBER [Redacted]	Business Start Date 01-Jul-2006
Business Location [Redacted]		Business End Date [Redacted]
City and State [Redacted]		Zip Code [Redacted]
Taxpayer Name [Redacted]		Taxpayer Type [Redacted]
Firm Name [Redacted]		Filing Frequency [Redacted]
Mailing Address [Redacted]		
City and State [Redacted]		Zip Code [Redacted]

Form Revised 02/2003

This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, Municipal Gross Receipts, Compensating and Withholding Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrant's business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Audit and Compliance Division Director

By _____

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

THIS CERTIFICATE IS NOT TRANSFERABLE

STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT
REGISTRATION CERTIFICATE

Date ID Issued [Redacted]	IDENTIFICATION NUMBER [Redacted]	Business Start Date 01-Jul-2006
Business Location [Redacted]		Business End Date [Redacted]
City and State [Redacted]		Zip Code [Redacted]
Taxpayer Name [Redacted]		Taxpayer Type [Redacted]
Firm Name [Redacted]		Filing Frequency [Redacted]
Mailing Address [Redacted]		
City and State [Redacted]		Zip Code [Redacted]

Form Revised 02/2003

This Registration Certificate is issued pursuant to Section 7-1-12 NMSA 1978 for Gross Receipts, County Gross Receipts, Municipal Gross Receipts, Compensating and Withholding Taxes. This copy must be displayed conspicuously in the place of business. Any purchaser of the registrant's business is subject to certain requirements under Section 7-1-61 NMSA 1978.

Audit and Compliance Division Director

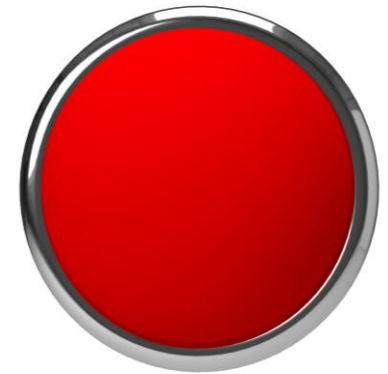
By _____

Any inquiries concerning your Identification Number should be addressed to the Audit & Compliance Division, P.O. Box 630, Santa Fe, New Mexico 87504-0630

THIS CERTIFICATE IS NOT TRANSFERABLE

FEDERAL EMPLOYEE IDENTIFICATION NUMBER

- An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity. Generally, businesses need an EIN.
- All COSP Businesses with employees, other than owners, must provide a copy of the obtained Federal Employee Identification Number for those employees.
- Please click on the following link to determine if you need a FEIN:
- [FEIN QUESTIONS](#)
- [APPLY FOR AN EIN ONLINE](#)



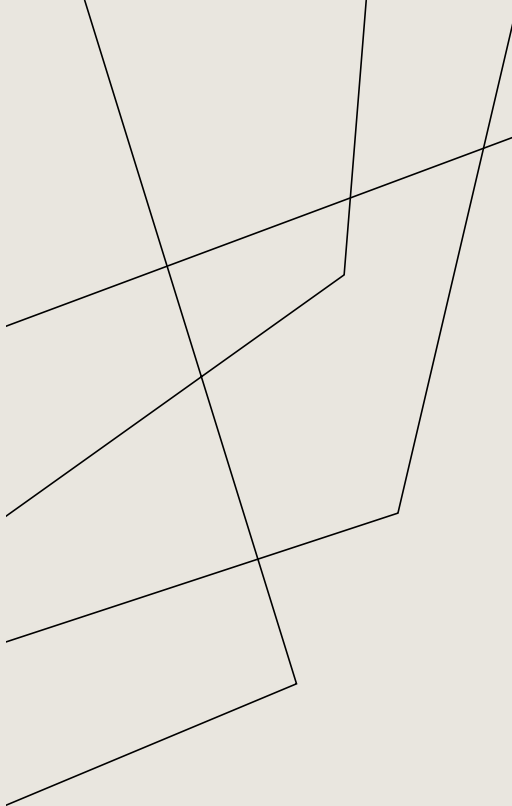
STANDARD REQUIREMENTS

- Proof of Ownership / Copy of Lease Agreement
 - Copy of Current New Mexico State License
 - Business Holder / Owner is responsible for meeting all state and federal laws.
-
- Concerning State permitting and food safety– contact the New Mexico Environment Department at (575) 524-6300, located at 1170 North Solano Drive.
-
- All employees must obtain a Food Handlers Card.



BUSINESS REGISTRATION APPLICATION PROCESS WITH CITY OF SUNLAND PARK

Use Your Check List!



WHEN AM I READY TO REGISTER MY BUSINESS TO RECEIVE A LICENSE?

1. ALL STATE REQUIREMENTS ARE RESEARCHED and met.
2. NEW BUILDING -When you have obtained clearance from community development (CD) [SUP, ZONE, CID]
3. NEW PLUMBING/ELECTRICAL- when you have obtained clearance from CD [SUP, ZONE, CID]
4. CANNABIS – when you have obtained clearance from CD [SUP, ZONE, CID]
5. MOVING INTO AN EXISTING BUILDING, NO CHANGES -
6. When you are renewing your business license and there are no changes to your business

HOME BASED BUSINESS

Some home based businesses will need fire inspection and review from community development.

Request a business application and start there.

TIMELINE-BUSINESS LICENSE & REGISTRATION

APPLICATION	PAY FEES	REVIEW	FIRE	BUILDING INSPECTION	OPEN
<ul style="list-style-type: none"> 1. Business owner must complete business application 2. FEIN/CRS/Proof of Ownership of location or lease agreement 3. NM State Licenses 	<p>\$35 Business Registration & License</p> <p>\$10 late fee [Please pay fees at each applicable department]</p>	<p>7-21 days to review.</p> <ul style="list-style-type: none"> 1. All remodeling needs to be complete 2. Interior must be complete 3. All STATE inspections, permits must be complete 	<p>Application will be circulated for review and/ or site inspection by zoning department, Building department and Fire department.</p>	<ul style="list-style-type: none"> 1. Plumbing & Electrical additions must be permitted/inspected by CID 2. [application through CD] 	<p>Business program coordinator issues license</p>



CITY OF SUNLAND PARK
COMMUNITY DEVELOPMENT DEPARTMENT
 1000 Mc NUTT RD, SUITE "G" SUNLAND PARK, NM 88063 (575) 589-3631 FAX (575) 589-1222

BUSINESS REGISTRATION APPLICATION

Entity # _____ Permit Fee Amount: _____ Date Received: _____ Date issued: _____

NM CRS Number: _____	IRS FEIN _____	Please Attach
Application Type: New _____	Renewal _____	Change Business Type _____
Location Type: Home based _____	Commercial _____	Mobile _____
Business Structure: Individual _____	Partnership _____	Corporation _____
Industry: _____	Type of Business (description): _____	Non-Profit _____
		LLC/LLP _____

Current name of business (dba): _____

Business Owner's Name (if corporation, name of CEO/President) _____

Business Address: _____ City _____ State _____ Zip: _____

Mailing Address: _____ City _____ State _____ Zip: _____

Business Phone: _____ Alternative Phone number: _____

E-mail Address: _____

Number of Employees (Including owner): _____ Days of Operation: _____

Website or URL: _____ Hours of Operation: _____

Contact name and telephone number: _____

BUSINESS & PROPERTY INFORMATION

Property Owner: _____

Attach Lease Agreement/Proof of Ownership

Will there be outside storage	Y	N	Does the business sell beer or wine	Y	N
Will there be an outside retail sales area	Y	N	Can Alcohol or Beer be consumed on your premises	Y	N
Does the business sell aerosol spray products	Y	N	Does the business sell/dispense cannabis	Y	N
Does the business sell tobacco products	Y	N	Do you require special licensure to operate? Attach Copy	y	N

APPLICANT'S NAME (printed): _____ TITLE: _____

TITLE: _____ DATE: _____



SUMMARY

All businesses shall connect with State requirements prior to pursuing a business application for license and registration- including but not limited to daycares, food industry, medical facilities.

Businesses must start the process through community development if they are a new building project or remodeling an existing location.

Cannabis needs to speak with community development for their process on the special use permit and build outs.

All State processes must be completed before engaging the COSP business license and registration.



THANK YOU